

Rhode Island DMV – Registration Document Checklist – WWW.DMV.RI.GOV

Private Party Sale

- ☐ [Application for Registration](#) (TR-1)
- ☐ Identity document (see list)
- ☐ Active RI Insurance Information
- ☐ Gross Vehicle Weight (GVWR found on driver's side door jamb)
- ☐ Original title (required on vehicles 2001 or newer)
- ☐ Proof of Previous Ownership for non-titled vehicles (i.e., a registration with the previous owner's information)
- ☐ [VIN Check](#) (required on vehicles 2001 or newer with an out of state title)
- ☐ Bill of Sale
- ☐ [Sales Tax Form](#) (T-334)

Gifted Vehicle

- ☐ [Application for Registration](#) (TR-1)
- ☐ Identity document (see list)
- ☐ Active RI Insurance Information
- ☐ Gross Vehicle Weight (GVWR found on driver's side door jamb)
- ☐ Original title (required on vehicles 2001 or newer)
- ☐ Proof of Previous Ownership for non-titled vehicles (i.e., a registration with the previous owner's information)
- ☐ [VIN Check](#) (required on vehicles 2001 or newer with an out of state title)
- ☐ [Tax Exempt Certificate](#) (T-334)
- ☐ Gift letter (notarized only if gift is from non-immediate family member)
 - Immediate family consists of parent, stepparent, sibling, step sibling, child, stepchild, or spouse
 - Note: the gift affidavit found on our website does NOT constitute a gift letter
- ☐ [Gift of Motor Vehicle Affidavit](#) (SU 87-65, only if gift is from a non-immediate family member)
 - Immediate family consists of parent, stepparent, sibling, step sibling, child, stepchild, or spouse

Registration Renewal/Re-Register/Duplicate/Update

- ☐ [Application for Registration](#) (TR-1)
- ☐ Identity document (see list)
- ☐ Active RI Insurance Information
- ☐ Vehicle information
- ☐ Plate number (if available)
- ☐ Registration renewal, duplicate and update can all be completed through the ["Online Services"](#) section of our website

Dealer Sale

- ☐ [Application for Registration](#) (TR-1)
- ☐ Identity document (see list)
- ☐ Active RI Insurance Information
- ☐ Gross Vehicle Weight (GVWR found on driver's side door jamb)
- ☐ Original title (required on vehicles 2001 or newer)
or Manufacturer's Statement of Origin/Certificate of Origin (New vehicles)
- ☐ [VIN Check](#) (required on vehicles 2001 or newer with an out of state title)
- ☐ Bill of Sale
- ☐ RI dealer tax form (T336-1, RI deals only)
- ☐ [Sales Tax Form](#) (T-334, out-of-state deals only)
- ☐ Power of Attorney from leasing company (if leased vehicle)
- ☐ [Tax Exempt Certificate](#) (T-333-1 required for all leased vehicles or tax-exempt organizations)
- ☐ Certificate of Exemption (required for tax-exempt organizations)

Out of State Transfers

- ☐ [Application for Registration](#) (TR-1)
- ☐ Identity document (see list)
- ☐ Active RI Insurance Information
- ☐ Gross Vehicle Weight (GVWR found on driver's side door jamb)
- ☐ Original title (required on vehicles 2001 or newer without a lien)
- ☐ Leased vehicles require an original title for vehicles 2001 or newer without a lien
- ☐ Electronic or photocopied titles are only accepted if the vehicle has a lien in place (contact your lienholder or leasing company)
- ☐ Proof of Ownership for non-titled vehicles (i.e., a registration with owner's information)
- ☐ [VIN Check](#) (required on vehicles 2001 or newer with an out of state title)
- ☐ [Tax Exempt Certificate](#) (T-334)
- ☐ [Tax Questionnaire](#) (SU-NR-1 and Bill of Sale, if applicable)
- ☐ Power of Attorney from leasing company (if leased vehicle)
- ☐ [Out of Country](#) transfers may require additional documents and Enforcement's approval ([See our website](#))

MORE TRANSACTION INFORMATION ON OTHER SIDE

Lease Buyout

- ☐ [Application for Registration](#) (TR-1)
- ☐ Identity document (see list)
- ☐ Active RI Insurance Information
- ☐ Gross Vehicle Weight (GVWR found on driver's side door jamb)
- ☐ Original title (required on vehicles 2001 or newer)
- ☐ Proof of Previous Ownership for non-titled vehicles (i.e., a registration with the previous owner's information)
- ☐ [VIN Check](#) (required on vehicles 2001 or newer with an out of state title)
- ☐ Bill of Sale from Leasing Company
- ☐ Original lease agreement including lessee's name
- ☐ [Sales Tax Form](#) (T-334)

Surviving Spouse / Transfer at Death

- ☐ [Application for Registration](#) (TR-1)
- ☐ Identity document (see list)
- ☐ Active RI Insurance Information
- ☐ Gross Vehicle Weight (GVWR found on driver's side door jamb)
- ☐ Original title, in name of deceased (required for vehicles 2001 or newer)
- ☐ Proof of Deceased Ownership for non-titled vehicles (i.e., a registration with the previous owner's information)
- ☐ [VIN Check](#) (required on vehicles 2001 or newer with an out of state title)
- ☐ [Tax Exempt Certificate](#) (T-334)
- ☐ Original death certificate (no photocopies)
or original notice of appointment from probate court naming administrator/trix or executor/trix (no photocopies)
- ☐ Additional documents may be needed for non-spousal transactions (see "[Transfer at Death](#)" on our website)

Plate Change

- ☐ [Application for Registration](#) (TR-1)
- ☐ Identity document (see list)
- ☐ Active RI Insurance Information
- ☐ Vehicle information
- ☐ Plates to be canceled
or [Affidavit for Cancellation of Registration](#)/Police Report (if plates are unavailable)
- ☐ Gift letter (if plates are coming from another party)
- ☐ Governor's card (only required for [Preferred Plates](#) from non-immediate family members)

IMPORTANT INFORMATION

- ♦ All registrants must be present, or the [Application for Registration](#) (TR-1) signature(s) must be notarized. An ink stamp must be present if notarized in RI.
- ♦ For [VIN Check](#) locations, please contact your local police department for hours, locations and fees.
- ♦ RI SALVAGE TITLES: All RI salvage titles, for vehicles with model years 2001 or newer, are required to have a [Salvage VIN Inspection](#) (TR-5).
- ♦ Additional documents may be required and all documents are subject to review.

Identity documents (legal name and date of birth)

- ☐ A valid, unexpired Rhode Island license or identification card
- ☐ A valid, unexpired out-of-state license with proof of residency
- ☐ A valid, unexpired passport with proof of residency
- ☐ A valid, unexpired Permanent Resident Card with proof of residency
- ☐ A valid, unexpired Employment Authorization Card with proof of residency

Proof of Residency List (P.O. Boxes not accepted)

Within Valid Effective Dates

- ☐ Insurance policy for your home, apartment, or auto with your name and address
- ☐ Property tax bill for your residence
- ☐ Valid Voter Registration Card

Within 60 Days

- ☐ Utility bill (gas, electric, telephone, cable, oil) in your name or in the name of an immediate family member with the same last name
- ☐ Personal check or bank statement with your name and address
- ☐ Payroll check stub with your name and address

Within 30 Days

- ☐ Letter from Rhode Island shelter or halfway house indicating that applicant resides there. Such a letter must be on letterhead, must be dated within presentation and must include name and contact information of an administrator

MORE TRANSACTION INFORMATION ON OTHER SIDE